



Substitute Booking Clerk Administrative Procedure 2.C.140

2.0 Human Resources
2.C Evaluation and Growth

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: February 2026

Date Amended:

Date: _____

Name: _____

Completed by: _____

Legend

C= consistently-almost all of the time

U= usually-more than half of the time

S= sometimes-less than half of the time

R= rarely-almost never or never

N/A= non-applicable

JOB RELATED SKILLS	C	U	S	R	N/A
Coordinates teacher leave requests with available substitute teachers by responding to early morning requests that are phoned in and to requests that are entered in the absence software.	<input type="checkbox"/>				
Monitor bookings in absence software and prioritize assignments based on division guidelines.	<input type="checkbox"/>				
Maintain accurate substitute availability log and maintain system for current month's leaves.	<input type="checkbox"/>				
Generate and send daily/weekly substitute reports to schools and leave – substitute data to division office staff.	<input type="checkbox"/>				
Assist substitutes using the automated absence software and respond to questions.	<input type="checkbox"/>				



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PUBLIC RELATIONS	C	U	S	R	N/A
Works positively as part of the ESC team	<input type="checkbox"/>				
Interacts positively with school staff	<input type="checkbox"/>				
Interacts positively with the public	<input type="checkbox"/>				
PERSONAL QUALITIES / ATTRIBUTES	C	U	S	R	N/A
Punctuality and attendance	<input type="checkbox"/>				
Dependability	<input type="checkbox"/>				
Cooperation	<input type="checkbox"/>				
Enthusiasm	<input type="checkbox"/>				
Judgment	<input type="checkbox"/>				
Adaptability	<input type="checkbox"/>				
Confidentiality	<input type="checkbox"/>				
Personal appearance	<input type="checkbox"/>				
Attitude to work	<input type="checkbox"/>				
Accepts responsibility	<input type="checkbox"/>				
Accepts direction	<input type="checkbox"/>				



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Growth Plan Goals:

Areas of Strength:

Suggestions for Improvement:

Recommendations/Conclusions:

I have read and received a copy of the evaluation.

EMPLOYEE SIGNATURE

DATE

EVALUATOR'S SIGNATURE

DATE

COMMENTS: